

PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89)		Title of Position Accountant Officer (Specialist) Accountant Trainee
POSITION DUTY STATEMENT		Division and/or Subdivision Fiscal Services Division/ Investment Accounting Section/ Specialized Investments Programs and Processes Unit
INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important Duties and responsibilities of the position below. Group Related duties in numbered paragraphs and indicate the Proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her Supervisor.		Location of Headquarters 400 "Q" Street, Sacramento, CA 95814
		Class Title of Position Accountant Officer (Specialist) /Accountant Trainee
		Position Number 275-240-4179-701
		Effective Date 7/1/2009
Please Reference Job #6203/CR on the application		
Percent Of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:	
60%	<p>Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) will perform accounting duties of average difficulty. The incumbent is responsible for initiating and preparing wire transfers for disbursements as requested by the Investment Office, for maintaining, tracking and review of contract and purchase order payments for the Quarterly Wilshire Report, International Corporate Governance Network (ICGN) invoices, Direct Brokerage claims and the Comprehensive Annual Financial Report (CAFR), for preparing Journal Entries for the Investment Accounting section and, for reviewing and analyzing the Funds In Transit (FIT) entries. The incumbent will be the first point of contact for State Street Bank (SSB) and the Investment Office for questions relating to payments.</p> <p>Disbursement Processing</p> <p>The incumbent will accurately and timely initiate disbursements for investment related expenses related to the Public Employees' Retirement Fund (PERF). The accounting officer will process disbursements using a wire system, State Controller's Office (SCO) claim schedule process or by coordination with the master custodian. The incumbent will monitor contracts and review payments for conformity with contract provisions. The accounting officer will also monitor dollars and time remaining on contracts, and will notify the Investment Office when either is close to expiring. Incumbent will notify the Investment Office of payments made and will maintain and update the schedule of all wire payments made. When wire reversals occur, the incumbent will ensure that all records have been properly adjusted, and that the custodian has timely received the funds. When an incoming wire occurs, the incumbent will coordinate with the appropriate section to analyze the posting of the corresponding accounting entries. The incumbent will post all expense information to the general ledger and reconcile that information on a monthly basis to ensure accuracy of posting. The incumbent will prepare FX wire requests for Out-of-State membership fees and conference fees for Board members. This process includes requesting reimbursement from Administrative Accounting and directing Cashiers to deposit reimbursement to SSB under the appropriate fund code.</p>	
30%	<p>Management Reporting and Analysis</p> <p>The incumbent will maintain statistics for monthly management reporting on disbursements. The accounting officer will also maintain information to feed year-end schedules for the financial statements and inclusion in the CAFR. The accounting officer will prepare, review and analyze the quarterly Wilshire Report detailing investment expenses related to contracts, purchase orders, limited partnership agreements, management development program, and letters of agreement. In addition, the incumbent will review, analyze and produce monthly reports of amounts expensed against the investment continuous appropriation funding source. The accounting officer will reconcile the Funds in Transit (FIT) journal entries against the SCO and SSB. The incumbent will analyze information from the SCO 1140 Fund Reconciliation Report.</p>	

5%	Maintain Authorized Signature Listings The incumbent will maintain listings of authorized signatures for approval of disbursements. The accounting officer will obtain and annually update signature listings. The incumbent is responsible every quarter for reviewing signature listings to determine if staff on such listings is still working at CalPERS in the same capacity. The incumbent will initiate requests for periodic paperwork to update lists when staff movement occurs. The listings will be kept in such a manner as to satisfy investment accounting's fiduciary responsibility for investment related disbursements.
5%	Other Duties as Required